

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

TRANSMITTAL SHEET

Release No. 274

March 14, 2000

SUBJECT: Administrative Series
 Part 404 Procurement
 Chapter 1 Advance Procurement Plan

EXPLANATION OF MATERIAL TRANSMITTED:

This manual chapter has been revised to increase the Advance Procurement Plan threshold from \$25,000 to \$100,000.



Director

FILING INSTRUCTIONS:

REMOVE:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
404	1	1-11	144

INSERT:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
404	1	5	

OPR: Procurement and Support Services Division
Office of Administration and Budget

DEPARTMENT OF THE INTERIOR
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Administrative Series

Part 404 Procurement

Chapter 1 Advance Procurement Plan

404.1.1.

1. Purpose. This chapter establishes the policies, responsibilities, and procedures for advance procurement planning to be used by program and procurement personnel in the Minerals Management Service (MMS).
2. Objective. The objective of the Advance Procurement Plan (APP) is to enable program and procurement officials to identify and schedule procurement requirements in advance of needs. An effective APP ensures adequate lead time to accomplish the procurement actions necessary to meet program requirements.
3. Authorities.
 - A. Public Law 98-369, Competition in Contracting Act;
 - B. Federal Acquisition Regulation, Part 7;
 - C. Department of the Interior Acquisition Regulation, Part 1407; and
 - D. Departmental Manual, 404 DM 1-6, Procurement Planning.
4. Policy. Program and procurement officials will cooperatively prepare APP's for anticipated procurements for each fiscal year in order to:
 - A. ensure that acquisition plans address the requirement to specify needs, develop specifications, and solicit offers in such a manner as to promote and provide for full and open competition. With due regard to the nature of the requirement, ensure that contract awards meet all the requirements of law, regulation, and policy and that the government meets its needs in the most effective, economical, and timely manner.
 - B. coordinate with and secure the concurrence of the Contracting Officer in all acquisition planning;
 - C. schedule initiation of procurement actions to meet program needs;
 - D. plan a uniform distribution of procurement and program office manpower resources in meeting anticipated procurement requirements; and

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404.1.4.E.

E. establish a system for monitoring procurement activities.

5. Responsibilities.

A. The Associate Directors will appoint a Procurement Plan Coordinator (PPC) for their respective organization.

B. The Chief, Procurement and Support Services Division (PSSD) is responsible for developing and managing the MMS APP process and appointing the APP Coordinator.

C. The Procurement Planning Coordinator (PPC) will be the point of contact for matters relating to the APP. The PPC will be responsible for submitting the APP to the PSSD through the appropriate Associate Director. The PPC will be responsible for resolution of problems associated with the plan.

D. The Advance Procurement Planning Coordinator (APPC) is responsible for coordination and administration of the APP and preparing status reports as needed.

E. The Project Officers are responsible for identifying proposed procurements, and in conjunction with procurement officers, establishing milestone dates, method of procurement, and providing any additional information required for acquisition of specific goods and services.

6. Procedures.

A. The APP will be prepared concurrent with the preparation of the annual operating budget plan or in accordance with an annual request by the Associate Director for Administration and Budget.

B. The APP will list all proposed procurement actions estimated to exceed \$100,000. These actions will include (1) automated data processing (ADP), whether or not on Federal Supply Schedule; (2) new contracts; (3) contract modifications; (4) interagency agreements; (5) cooperative agreements and grants; and (6) delivery orders against indefinite delivery, indefinite quantity, and requirements contracts.

C. The initial step in developing the APP is the preparation and submittal, by the program office, of the APP Data Sheet, Illustration 1, for each proposed procurement to be processed. All APP Data Sheets shall be completed in accordance with the instructions provided in Illustration 1 and shall be submitted to the APPC.

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404.1.6.D.

D. The APP data sheet will then be reviewed by the procurement office in conjunction with the program office to establish requisition submission dates and planned award dates.

E. The procurement office will return the refined APP to the APPC.

F. The APPC will assemble the plan and submit it to the Head of the Contracting Activity (Associate Director for Administration and Budget) for concurrence and submission to the Director for final approval. Once approved, the APPC will distribute the final plan to all procurement and program offices.

G. Deletions from the APP will be accomplished by the submission of a memorandum or an updated APP Data Sheet stating that the proposed procurement should be deleted and briefly stating the reasons for the deletion. No other changes to the plan may be made.

7. Reports.

A. The APPC will submit a summary report of the bureau's APP to the Office of Acquisition and Property Management by November 15 of each year for the current fiscal year.

B. Status reports detailing the timeliness of procurement submissions will be prepared by the APPC and sent to the Associate Director for each program area for each of the following periods:

- (1) October through January,
- (2) February through April,
- (3) May through June,
- (4) July, and
- (5) Final report in November.

Fiscal Year _____

DATA SHEET
Advance Procurement PlanMMSM 404.1
Illustration 1**SECTION A - TO BE COMPLETED BY PROGRAM OFFICE**

Project Title: _____
Project Description: _____
Program Office: _____ Region: _____
Project Officer: _____ Phone Number: _____
NSL Number: _____
Total Anticipated Award Amount: \$ _____ Anticipated Information Technology (IT) Amount: \$ _____
Anticipated Incremental Funding by Fiscal Year: FY _____ \$ _____, FY _____ \$ _____, FY _____ \$ _____
FY _____ \$ _____, FY _____ \$ _____, FY _____ \$ _____
Approving Official: _____ Phone Number: _____ Date Approved: _____

SECTION B - TO BE COMPLETED BY PROCUREMENT OFFICE**TYPE OF INSTRUMENT**

(check each item that applies)

1. Contract:

_____ Competitive	_____ IT Hardware
_____ Non-Competitive	_____ Software Conversion
_____ Modification (Contract No. _____)	_____ Software Development
_____ 8(a)	_____ Off-the-Shelf Software
_____ Small Business Set-Aside	_____ Maintenance
_____ HubZone	_____ IT Support Services
	_____ Delivery Order

2. Cooperative Agreement:

_____ State	_____ Educational
_____ Non-Profit	_____ Indian
_____ Modification (Coop No. _____)	

3. Interagency Agreement:

_____ New	
_____ Modification (IA No. _____)	Awarded To _____

4. G&G Reimbursement _____ (data sheet required for each purchase)

PRODUCT SERVICE CODE _____**REQUIRED APPROVALS**

_____ IRM Approval	_____ Non-Competitive Justification
_____ Economy Act	_____ 218 DM Approval

TARGET DATES

Draft Statement of Work _____	Final Statement of Work _____
Requisition _____	Award _____
Performance Start _____	Completion/Delivery _____

PROCUREMENT REPRESENTATIVE

Name _____	Phone _____
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SECTION C - TO BE COMPLETED AFTER REVIEW BY PROCUREMENT AND PROGRAM OFFICE**APPROVING OFFICIALS**

Procurement _____	Phone _____	Date _____
Program _____	Phone _____	Date _____

Instructions for Preparation of Advance Procurement Plan Data Sheet Program Office Portion

General. The Advanced Procurement Plan (APP) shall list individually each proposed procurement action estimated to exceed \$100,000 including (1) automated data processing (ADP), whether or not on Federal Supply Schedule, (2) new contracts, (3) incremental funding actions, (4) contract modifications, (5) interagency agreements, (6) cooperative agreements, and (7) all delivery orders against indefinite delivery, indefinite quantity, and requirements contracts.

Each item should be completed, if applicable, by using the insert feature in MS Word. The cursor should be positioned immediately before the insert location and the insert feature should be activated by depressing the insert button on the keyboard. The insert feature is activated when the OVR button on the information bar at the bottom of the screen is in bold letters. By using the insert button the current one page format will be maintained. If additional space is required for any item please attach a separate sheet.

Fiscal Year. Identify the fiscal year the APP applies to at top right-hand corner of the form.

Project Title. Identify the title of the study or project to be procured.

Project Description. Identify the supplies or services to be procured.

Program Office. Provide branch level for the office originating the proposed procurement.

Region. Identify the regional designation of the office originating the proposed procurement, if applicable.

Project Officer. List the name of the individual responsible for preparing the statement of work, obtaining programmatic approvals, and submitting the requisition. The Project Officer named should be the individual responsible for developing the procurement schedule with the appropriate procurement office manager. If this individual is not known, list the next level manager.

Phone Number. List the project officer's phone number.

NSL No. List the National Studies List number, if applicable.

Total Anticipated Award Amount. Identify the total estimated dollar value of the procurement.

Anticipated Information Technology (IT) Amount. Identify the estimated dollar value for the procurement of IT-related products or services. Identify any portion of a procurement for IT products or services.

Anticipated Incremental Funding by Fiscal Year. Identify the current fiscal year and, if applicable, the funding estimated for each subsequent fiscal year.

Program Office Approving Official. To be completed by an official authorized to approve proposed procurements.

Phone Number. List the approving official's phone number.

Date Approved. List the date signed by the approving official.